

Standard: <i>QA Task Estimating Sheet</i>	
Issue Date: May 5, 2000	Standard ID: <i>S-QA-170</i>
Supersedes: February 28, 2000	Rev/Change 2.0

1. Purpose: To provide QA personnel with assistance in estimating their task for a project.

2. Creating Procedures:

P-QA-020 – Project Quality Assurance

3. Contents:

The form on Page 2 of this standard is intended to be used as a guideline in estimating the QA effort for a project. It lists the required QA tasks as defined in the ASEPH and the minimum requirements for the task.

Complete the columns defining the Project specific Requirements, the estimated QA Hours and the Resources to be used.

These hours, and any project specific QA tasks as defined in the contract, RLN or WBS should be included in the QA effort estimate, along with any travel and ODC's required.

4. Format:

Following Page

5. Notes: N/A

QA Task Estimating Sheet

Project ID: _____
 Prepared By: _____
 Date: _____

Task	Requirement	ASEPH Reqmt	Project Reqmt.	QA Hours	Resource	Comments
Meetings						
Planning (proposal)	P-PM-030	1 minimum				QA Required attendance
Weekly Project	P-PM-030	1 per wk.				QA Required attendance
Kickoff	P-PM-110	1				QA Required attendance
Document Generation						
Quality Plan	P-PE-010	1				
Document Review						
CM Plan	P-PE-030	1				
PM Plan	P-PE-030	1				
Build Implementation Plan	P-PE-030	1				If Required
Product Sustainment Plan	P-PE-030	1				If Required
Test Plan	P-PE-030	1				
Field Implementation Plan	P-PE-030	1				If Required
All Deliverable Documents	S-PE-010	Contract Specified				
Test Procedures	P-PE-050	Project Specific				
Design Documents		Project Specific				Engineering drawings
Reviews						
Peer Reviews	P-GP-045	Project Specific				No. of reviews to be attended by QA is decided by QA & PM
Formal Reviews	S-GP-080	Project Specific				Specified in Production Process
Audits						
Scheduled Project Audits	P-QA-070	1				Project to plans. Include preparation, audit, report time and CAR follow up audits.
Vendor	P-QA-050	Project Specific				Category A vendors only.
Product Audits (SDF, RTM)	P-QA-070					

Reports						
QA Project Quality Status	S-QA-140	Quarterly, Minimum				QA Manager report, may be more frequent if desired by QAM.
Monthly Project Defect Summary	P-QA-040	Monthly				Peer Review Defect Report to SPG. Include time for data collection and calculating totals.
Miscellaneous						
Client Assessments	P -QA-080	1 minimum				Can be phone, mail survey or Corporate Policy.
Records Retention	P-GP-010	1				Closeout collection process
Inspection & Test						
Inprocess Inspection	S-PM-080	Per QAP				
FAT Test						
Test Report						

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